

1 May 1957

MEMORANDUM FOR: CIA Library

ATTENTION : [REDACTED] 25X1A

SUBJECT : Tracing of Documents Requested While In-Process.

1. During the next several weeks while the OCR Divisions concerned are gearing up to prescribed processing and service time schedules, will you please route to this office all requests for documents which you do not locate in your own files and which you judge to be in processing in Document Division. As soon as we can develop satisfactory search procedures we will designate an individual in the Division to whom you and your staff may then refer all search requests.
2. We would like to suggest the following working rules until further notice:
 - a. Priority requests - telephone to Document Division on ext. 3541-2.
 - b. Written requests - forward to Chief, Document Division by buck-
25X1A slip by 4 P.M. daily, signed by a senior supervisor ([REDACTED])
25X1A [REDACTED] who will have performed a final screening to verify that the request should be transferred.
 - 1) Requests for State Dept. documents which are identified by despatch number - Document Division will determine 7-digit control number and recover the hard-copy document for reproduction if still in Division. If processing has been finished and document destroyed or routed, Document Division will forward requests to Machine Division (with batch control number) for recovery from film.
 - 2) Requests for Defense documents - (Circulation Branch will obtain 7-digit control number from source agency if not supplied by requester); Document Division will trace in 1) above.
 - 3) Requests for CIA documents: Document Division will trace as in 1) above.

[REDACTED] 25X1A
Chief, Document Division